

NOTICE

There is a job vacancy with the **Bay County Personnel and Employee Relations Department.**

JOB TITLE:	Part-time Typist Clerk II (Confidential)
RATE OF PAY: (2014 rate)	\$10.53 per hour entry, progressing to \$12.61 per hour after 2 years (TN05)

Up to approximately 29 per week, with no benefits.

GENERAL SUMMARY: As a first point of contact for employees this individual performs a wide variety of routine and semi-complex secretarial tasks requiring understanding of departmental activities and exercise of good judgement. Activities are usually under general supervision with closer supervision on new assignments. Distributes information to customers. Serves as an assistant for human resources and payroll/benefits related activities and other projects. This is a position involving confidential information which requires strict adherence to maintaining the confidentiality of information.

TYPICAL DUTIES:

1. Sets up and types a wide variety of materials such as legal documents, personnel transaction orders, statements, financial summaries, enrollments, tables, general correspondence, and notes. Posts and advertises employment vacancies.
2. Provides counter assistance, receiving materials, issuing standardized documents, and providing customer service information. Sets up conference calls.
3. Sorts mail, time stamps, indexes and files departmental materials. Assists new employees with enrollment forms.
4. Scanning records approximately 1/3 of the time.
5. Serves as a receptionist, greeting visitors, setting appointments, interviewing for standardized background information, referring callers to appropriate source and issuing information from records. Arranges meetings.
6. Conducts searches and verifications from departmental records for co-workers, interested public, supervisors and other departments. Prepares routine and semi-complex reports. Prepares vouchers and purchase requisitions.
7. Updates enrollments, mailing, client service and case status records as needed.
8. Sets up and maintains files. Cross checks numbers and general data for accuracy.
9. May serve as secretary to boards and take notes at meetings and prepare summary minutes. Assists the Personnel Assistant with a wide variety of secretarial tasks.
10. Maintains files. Types and files confidential materials such as medical records, FMLA requests, and requests for accommodations, and allegations of fraud, abuse, and violations of policy, and responses to grievances.
11. Assists the department head with secretarial support regarding all aspects of human resources related activities. Types and files materials related to medical records, labor relations, grievances, litigations, civil rights complaints, collective bargaining, etc.
12. May work as back-up for other county offices.
13. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Typing speed of 50 WPM corrected. Proficiency in WordPerfect, Word and Excel is required. Work experience appropriate to position. Must be courteous in dealing with others even under stressful circumstances. Must be able to strictly maintain the confidentiality of records and their contents, as well as the confidentiality of spoken information. Must be able to consistently perform tasks in an accurate manner, and must be able to pay close attention to detail. Applicants may be required to taken written and/or other examinations.

Physical Requirements: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, up to 10 pounds of force from zero to 33 percent of the time. Valid Michigan operator’s license required.

Make application online at www.baycounty-mi.gov or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708-5121, no later than **4:00 p.m. Tuesday, September 8, 2015.**

AN EQUAL OPPORTUNITY EMPLOYER

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”